



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5100.13A
BUMED-24
20 Dec 96

BUMED INSTRUCTION 5100.13A

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY (BUMED) NAVY OCCUPATIONAL
SAFETY AND HEALTH (NAVOSH) PROGRAM

Ref: (a) OPNAVINST 5100.23D
(b) NAVOSH Strategic Plan (December 1993)
(c) BUMEDINST 5450.157
(d) NAVFACINST 5100.14A
(e) SECNAVINST 5100.15A

Encl: (1) BUMED Regional NAVOSH Departments

1. **Purpose.** To establish policy and procedures to implement and manage the BUMED Occupational Safety and Health (OSH) Program. This is a complete revision and must be read in its entirety.

2. **Cancellation.** BUMEDINST 5100.13

3. **Discussion**

a. Reference (a) establishes organizational responsibility and provides implementing guidance for the Navy Occupational Safety and Health (NAVOSH) Program.

b. This instruction clarifies the guidance provided in references (a) through (e).

4. **Policy.** To establish an effective BUMED OSH Program per reference (a), and to support the Chief of Naval Operations NAVOSH Strategic Plan, reference (b).

5. **Action.** The following actions are required in addition to the requirements in references (a) through (e):

a. **NAVOSH Program Organization**

(1) **BUMED**

(a) Establishes, coordinates, directs, and evaluates the effectiveness of NAVOSH policies, plans, programs, and procedures.

(b) Serves as the focal point for NAVOSH and Joint Commission on Accreditation of Healthcare Organizations (JCAHO) safety and occupational health related matters for BUMED claimancy 18.

(c) Provides program guidance and direction on NAVOSH matters to claimancy 18 activities and other command organizational elements.

(d) Interprets OSH standards and regulations, and develops or participates in developing new or revised standards when appropriate.

(e) Establishes an occupational safety and health program improvement plan (OSHPIP) for the claimancy 18 OSH program.

(f) Conducts, or causes to be conducted, periodic OSH management evaluations (OSHMEs), to determine the effectiveness of the NAVOSH Program process.

(g) Serves as representative on OSH councils, committees, and working groups established by higher authority, or as assigned by reference (a).

(h) Maintains an occupational injury and illness case and claims database.

(i) Fosters OSH awareness through appropriate promotional methods and channels of communication.

(j) Ensures OSH requirements are included in the design, purchase, or procurement of items over which the command exercises acquisition authority.

(k) Plans, develops, participates in, and evaluates OSH training programs.

(l) Reviews and coordinates NAVOSH related budget matters.

(m) Coordinates the exchange of OSH information between major claimants, systems commands, and type commanders to ensure assigned forces are familiar with BUMED policies and procedures.

(2) Commanding Officer, Navy Environmental Health Center (NAVENVIRHLTHCEN)

(a) Provides OSH technical assistance to claimancy 18 activities per reference (c), and as directed by BUMED.

(b) Provides an OSH point of contact trained and qualified per reference (a) to coordinate plans, prepare required reports, and provide technical assistance to Medical Department activities on NAVOSH and JCAHO safety and occupational health related matters.

(c) Coordinates periodic OSHMES of BUMED claimancy 18 activities through the regional NAVOSH department personnel at NAVENVIRHLTHCEN and Navy environmental and preventive medicine units (NAVENPVNTMEDUs), in conjunction with BUMED Inspector General inspections. Regional NAVOSH departments and their service areas are listed in enclosure (1).

(3) Medical Department Activities

(a) Conduct an aggressive and continuing OSH program using the requirements and guidelines of reference (a).

(b) Staff and organize OSH offices as required by reference (a), chapter 3. At commands smaller than 400 personnel, a collateral duty OSH manager must be appointed. Collateral duty OSH personnel must be trained and qualified per reference (a), chapter 6, before their assumption of duties.

(c) Develop and implement interservice support agreements or memoranda of understanding if OSH services are provided to, or received from, regional or co-located commands.

(4) BUMED personnel must comply with all OSH regulations issued by the activity or higher authority. Personnel found in violation of OSH regulations or instructions are subject to disciplinary action. Personnel are responsible for prompt reporting, to their immediate supervisor, occupational injuries or illnesses, property damage resulting from a mishap, or any hazard which could affect the health and well-being of others.

b. OSHPIP

(1) BUMED will establish an annual (fiscal year) OSHPIP.

(2) Claimancy 18 activities employing more than 500 personnel shall submit an OSHPIP to BUMED (MED-242) by 1 September of each calendar year. Guidance for preparing an OSHPIP is provided in reference (a), chapter 5.

c. OSH Training

(1) BUMED will establish an OSH training program and participate as a member of NAVOSH training groups as required by reference (a), or as assigned by higher authority.

(2) Medical Department activities must identify and submit annual OSH training needs to BUMED. BUMED will provide guidance for submitting this information.

(3) BUMED will submit a list of naval Medical Department-wide NAVOSH fiscal year training needs to the Navy Occupational Safety and Health and Environmental Training Center by 1 October of each calendar year.

d. Hazardous Material Control and Management (HMC&M)

(1) BUMED will coordinate assistance and oversight to ensure compliance with Navy HMC&M programs and initiatives.

(2) NAVENVIRHLTHCEN shall establish a point of contact trained to coordinate plans, prepare required reports, and provide technical advice to subordinate commands on HMC&M matters relating to reference (a), chapter 7.

e. NAVOSH Inspection Program and OSHMEs

(1) As directed by BUMED, NAVENVIRHLTHCEN will coordinate periodic OSHMEs of all Medical Department activities as required by references (a) and (c). See paragraph 5a(2)(c) of this instruction.

(2) Activity OSH offices shall conduct inspections and OSHMEs at their smaller subordinate commands.

f. Deficiency (Hazard) Abatement Program. BUMED will maintain and submit cost reports provided by subordinate (shore) activities as required by reference (a), chapter 12. NAVOSH deficiency abatement projects will be validated, prioritized, and submitted per reference (d).

g. NAVOSH Program Costs

(1) BUMED will submit a NAVOSH cost data report to the Chief of Naval Operations by 1 July of each year, as required by reference (a), chapter 13. Guidance for report preparation will be issued to claimancy 18 activity resource management departments during the month of May.

(2) Activities, or expense limitation holders, shall forward the NAVOSH Program Cost Data Report (OPNAV 5100/13) to BUMED, before 1 June of each year, as required by reference (a), chapter 13. Some activities may be required to submit this information via cognizant healthcare support offices.

h. Mishap Investigation, Reporting, and Recordkeeping

(1) BUMED and NAVENVIRHLTHCEN will conduct an aggressive mishap investigation program. Investigative teams will be established as necessary to perform special investigations of mishaps involving fatalities and multiple hospitalizations.

(2) Activities must conduct mishap investigations and other required reporting and recordkeeping following reference (a), chapter 14. When submitting the Annual Report of Navy Civilian Occupational Injuries and Illnesses (appendix 14-G

of reference (a)), a copy shall be forwarded to the regional NAVOSH department servicing the activity and the responsible line commander.

i. OSH Standards and Alternate Standards Approval. BUMED will determine if a NAVOSH standard must be modified, per reference (a), paragraph 1603. Where status of forces agreements specify different standards, those standards take precedence per reference (a), paragraph 1604c.

j. Asbestos

(1) BUMED will provide an effective asbestos exposure control program per reference (a), chapter 17.

(2) Activities shall implement the requirements per reference (a), paragraphs 1712d(1) through (4).

k. Hearing Conservation and Noise Abatement

(1) BUMED will provide an effective occupational noise control and hearing conservation program per reference (a), chapter 18.

(2) Activities in coordination with industrial hygiene personnel and local naval facilities engineering command design engineers should develop NAVOSH deficiency abatement projects for noise hazardous areas and equipment. Noise control must also be considered in acquisition of new equipment.

l. Lead. BUMED will maintain an effective lead exposure control program per reference (a), chapter 21.

m. Non-Ionizing Radiation. BUMED and activity requirements are provided in reference (a), chapter 22.

n. Ergonomics Program

(1) Activities must determine whether or not an ergonomics program is needed and document the rationale for the decision. If an ergonomics program is needed, the activity shall identify and budget for resources to administer an effective program per chapter 23 of reference (a).

(2) BUMED will provide guidance and assistance to activities to develop and implement the program.

o. Energy Control Program (Lockout and Tagout)

(1) BUMED will provide amplifying guidance as necessary to activities regarding the energy control program.

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(2) Activities must develop lockout and tagout programs as necessary. Reference (a), chapter 24, provides guidance.

p. Confined Space Entry Program. Activities shall establish a comprehensive confined space entry program as necessary. Follow the implementing requirements in paragraph 2710 of reference (a).

q. Bloodborne Pathogens. BUMED will provide guidance as necessary regarding exposure to bloodborne pathogens as required by reference (a), chapter 28.

r. Occupational Reproductive Hazards. BUMED will provide professional and technical assistance relative to reproductive hazards per reference (a), paragraph 2904.

s. Safety Awards Programs. BUMED and activities will conduct a safety awards program per reference (e).

6. Forms

a. The following forms are available from local Navy Publications and Printing Service Offices:

(1) OPNAV 5100/11 (11-92), Navy Employee Report of Unsafe or Unhealthful Working Conditions.

(2) OPNAV 5100/12 (9-92), NAVOSH Deficiency Notice.

(3) OPNAV 5100/13 (9-92), NAVOSH Program Costs.

(4) OPNAV 5102/7 (8-92), Log of Navy Injuries and Occupational Illnesses.

(5) OPNAV 5102/8 (10-94), Annual Report of Navy Civilian Occupational Injuries and Illnesses.

b. The following form is available per CD ROM NAVSUP PUB 600(NLL): OPNAV 5100/9 (10-92), Dispensary Permit, S/N 0107-LF-015-8300.

c. The following form is available from the Federal Supply System through normal supply procurement procedures. SF 91 (11-96), Operator's Report of Motor Vehicle Accident, NSN 7540-00-634-4041.



HAROLD M. KOENIG

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Available at:

<http://support1.med.navy.mil/bumed/instruct/external/external.htm>

BUMED Regional NAVOSH Departments

<u>NAVOSH Department</u>	<u>Service Area</u>
Navy Environmental and Preventive Medicine Unit No. 2 1887 Powhatan Street Norfolk, VA 23511-3394 Telephone: 804-444-7671 DSN 564-7671	Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, West Virginia, Wisconsin, Bermuda, Cuba, Iceland, Puerto Rico, Eastern Canada, Central and South America, and Atlantic Ocean Area.
----- Navy Environmental and Preventive Medicine Unit No. 5 Naval Station, Box 368143 3035 Albacore Alley San Diego, CA 92136-5199 Telephone: 619-556-7070 DSN 526-7070	----- Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, and Mexico.
----- Navy Environmental and Preventive Medicine Unit No. 6 Box 112, Building 1535 Pearl Harbor, HI 96860-5040 Telephone: 808-471-9505 DSN 471-9505	----- Guam, Hawaii, Antarctica, Far East, Indian and Pacific Ocean Areas.
----- Navy Environmental and Preventive Medicine Unit No. 7 PSC 824, Box 295 FPO, AE 09629-2500 Telephone: 011-3981-724-4468 DSN 625-4468	----- Africa, Europe, Middle East, Mediterranean Sea Area. <u>Note:</u> Some NAVOSH services in this area may be provided by NAVENPVNTMEDU Two.